



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

### SERIES CONCEPT

Curators perform a broad range of professional and technical museum work involving, but not limited to, assessment, evaluation, survey, inventory, preservation, research, education and planning for a specific collection and/or program area within a museum. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature.

Conduct research and reference work by investigating, researching and acquiring relevant data, reports, historical source documents, publications, and library research; interact with other professionals; organize research material, prepare written reports or responses, and compile data for educational programs, interpretation of collections, published reports, and/or for research purposes.

Collect, arrange, record, display, and/or store historical artifacts, manuscripts, art work, photographs, flora and fauna; evaluate, register, catalog and process new or potential acquisitions into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes; apply conservation and preservation techniques prior to storage or exhibition.

Perform public outreach services; produce museum presentations and public programming; develop databases and organize research material for use by researchers and the public, develop curriculum for public schools, produce educational and historical publications, and plan exhibits; conduct lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various topics and research material.

Prepare grant applications and/or secure private funding sources for State and/or State sponsored programs including writing/amending program descriptions and compiling required financial data; research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided; develop reports regarding program activities, statistics and effectiveness and submit to funding sources as required.

May conduct field surveys of archaeological, historical and prehistorical sites, and documents; interpret results of completed surveys; perform field evaluations and site excavations including locating, identifying and recording specific sites, and cataloging and plotting recovered artifacts; utilize information for report preparation, scientific research, educational purposes and/or to determine impact to cultural resource as required.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Curator IV:** Under administrative direction, incumbents oversee the administration of a statewide federally mandated program in addition to a specialized museum collection; provide direction to professional and technical level staff responsible for a specialized area in a museum or collection involving curation, research, preservation, education and planning functions.

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### **CLASS CONCEPTS (cont'd)**

#### **Curator IV** (cont'd)

Positions allocated to this level are distinguished from the Curator III by the overall administrative nature of the work performed including ensuring program compliance with federal, State and local laws and mandates on a statewide basis.

**Curator III:** Under general direction, incumbents manage a specific collection and/or program area within a museum or historical society and supervise professional and technical level staff; oversee all decision-making for assigned collections including acquisitions and field activities, research and publications and interpretation of collections for exhibits and other programs; serve as chief liaison for a specific program within the museum. Positions at this level are expected to apply concepts, theories, and practices utilizing considerable judgment and ingenuity in carrying out their assignments. This is the first supervisory level in the series.

The Curator III is distinguished from the Curator II by having both administrative and technical responsibility for a specialized program area. Incumbents directly supervise lower level Curator I's and II's, in addition to technicians and support staff and perform professional level work for assigned program area. Curator III's are accountable for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees.

Progression to the next level in the series is not automatic and is based on the level of work performed.

**Curator II:** Under direction, incumbents collect, arrange, describe and catalog materials for assigned collection; serve as primary access for records and use of collections by the public; carry out interpretations of collections material and technical conservation of collections; develop and execute educational programs and research; conduct field activities; research potential acquisition; conduct research and prepare publications on collections and research material.

Curator II's function as a staff specialist for a project or program area and function independently performing professional level work requiring considerable knowledge of program theories, principles, and concepts. The scope of work requires the ability to perform a variety of duties which include acquisitions, research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation, and the development of professional publications. This is the advanced journey level in the series.

Incumbents have the freedom to plan and execute assignments and independently coordinate projects with other specialists. Duties may involve lead work over other Curators and/or direct supervision of lower level technicians and/or support staff.

Work assignments cover a wide range of professional and technical cultural resource concepts, theories and practices requiring considerable judgment and ingenuity. Positions at this level are accountable for some aspects of a project or program area and are expected to function independently within specified guidelines. Project or program responsibility includes determining individual work priorities and applying established procedures, techniques, standards and guidelines set forth by management. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Progression to the next level in the series is not automatic and is based on the level of work performed.

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### CLASS CONCEPTS (cont'd)

**Curator I:** Under general supervision, incumbents register and maintain assigned collections; provide assistance to higher level curators in performing reference services, interpretation of collections, field activities, technical conservation, and public programming. Duties involve professional and technical level work conducting research, artifact collection, acquisitions, cataloging, exhibit development, preservation and conservation of assigned collections, field work, project planning and evaluation. This is the journey level in the series.

Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments. Incumbents may serve as a leadworker for technicians, volunteers, or support staff providing training and direction and interpretation of policy and procedures.

Progression to the next level in the series is not automatic and is based on the level of work performed.

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* Some positions may require specialized education and experience which will be identified at the time of recruitment.
- \* Some positions may require travel statewide and/or work outdoors.

#### CURATOR IV

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university with major coursework in history, prehistory, natural history, museology or closely related field plus three years of professional experience in a museum setting; **OR** bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museology or closely related field plus four years of professional level experience in a museum setting; **OR** two years of experience as a Curator III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** the functions of external regulatory agencies; management and supervision techniques. **Ability to:** coordinate the efforts of program staff, various State and federal agencies and professionals; motivate others and stimulate people to effective action; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; mediate between contending parties, negotiate and exchange ideas to formulate policies and procedures and to arrive at decisions, conclusions and solutions to management problems, interact diplomatically with State and federal agencies, professionals and the general public; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** planning, survey and preservation techniques for assigned statewide program area; State and department budget process. **Ability to:** manage staff by organizing work flow and delegating responsibility; provide training, evaluate subordinate effectiveness and administer discipline; manage and organize a statewide program area.

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## MINIMUM QUALIFICATIONS (cont'd)

### CURATOR III

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museology or closely related field plus three years of professional experience in a museum setting; **OR** one year of experience as a Curator II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** registration theory and accession procedures related to judging the relevance of potential donations and selecting items for exhibit and restoration. **Ability to:** design, implement and manage appropriate curation methods and procedures; manage and supervise assigned program; write concise, analytical reports suitable for publication; plan logistics for field projects; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** other institutions and their staff and museum or historical society management; state, federal and international laws and regulations controlling the collection, handling, and transport of cultural resources including flora, fauna and/or artifacts; the library, manuscript, photographic, and archival collections of the Nevada State Museum and Historical Society and those of related agencies; archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; supervisory techniques. **Ability to:** coordinate the efforts of division staff and actions to be taken on the basis of data collected and project parameters; motivate others and stimulate people to effective action; analyze information, problems, situations, practices, policies and procedures in managing assigned program area.

### CURATOR II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museology or closely related field plus two years of professional experience in a museum setting; **OR** one year of experience as a Curator I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** registration theory and accession procedures as these apply to the development, maintenance and use of collections, and in application to the functions and operations of museums, archives, historical societies and libraries; preservation and conservation theory, practices and techniques in order to properly care for and protect collections; loan contracts, renewals and museum policies regarding loaning collections; antiquities law; scientific methods, techniques and valid research principles used in research, restoration and preservation. **Ability to:** write reports and articles for professional journals and related publications; recognize problems relating to the development, organization and care of collections; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** where to go within the department for needed information and to judge what information should be passed on to different levels of management. **Knowledge of:** the various State and federal agencies responsible for cultural resources management in Nevada; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property. **General knowledge of:** the division's purpose, goals,

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## MINIMUM QUALIFICATIONS (cont'd)

### **CURATOR II** (cont'd)

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

methods, rules and regulations; current Native American interests and concerns in the Great Basin. **Ability to:** research, classify, catalog and restore various objects of antiquity; prepare exhibit text regarding complex technical information and material understandable to lay persons; deal effectively with appraisers hired by the museum and with those retained by potential donors of artifacts to the museum; speak extemporaneously on short notice regarding historic preservation and archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives.

### **CURATOR I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museology or closely related field plus one year of technical or professional experience in a museum setting; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

#### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Knowledge of:** searching and/or data entry and retrieval methods used in common databases; North American history, prehistory and/or natural history with emphasis on the Great Basin and the west; historic preservation principles, theory and planning; archaeological field methods including excavation procedures, feature identification, collection methods, soil descriptions and using survey equipment; basic archive research methods. **Basic knowledge of:** mathematics and statistics. **Ability to:** interpret and write observations clearly and objectively; arrange, describe, classify and research collections of prehistoric, historic and natural history artifacts; operate a personal computer and associated software; interact effectively with agency staff, State and federal agencies, professionals and the general public on a continuous basis; work independently; compile and record data in a precise and accurate manner; compose exhibit text and articles for publication; independently conduct research on cultural resource sites; read and interpret technical and scientific documents.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**

**Knowledge of:** conservation principles and practices in relation to exhibiting artifacts and/or maintaining a storage and retrieval system; loan contracts, renewals and museum and/or historical society policies regarding loaning collections; the museums gifting and exhibition policies; antiquities law; research and appraisal sources and resources offered by other agencies in order to assist the public; exhibit design and application; federal, State and department requirements for the curation and preservation of collections; Great Basin artifacts and feature analysis; the Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural resources and recommend appropriate action; the cultural resource management process; the geology and geography of Nevada; basic museum techniques and procedures in registration and accessioning artifacts; standard museum methods of identification in relation to determining the acceptance of artifacts and in their classification; exhibit design and application; soil horizons and structures in describing stratigraphy. **Ability to:** assist in conducting research; make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions based upon interpretation of rules, regulations and department policy; exchange ideas and arrive at decisions, conclusions and solutions to cultural resource problems; restore artifacts.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/95P 9/16/94PC	6/30/69	6/11/82	7/1/83P 6/24/83PAC
REVISED:		6/29/73	12/19/85-12	7/1/89P 8/19/88PC
REVISED:		5/28/76	7/1/89P 8/19/88PC	7/1/89P 6/9/89-3
REVISED:		12/19/85-12	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:		7/1/89P 8/19/88PC	7/1/95P 9/16/94PC	3/1/90R 7/6/90PC
REVISED:		8/21/90R 5/24/91PC		5/24/91-3
REVISED:		7/1/95P 9/16/94PC		7/1/95P 9/16/94PC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC